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CHANGE NO. 2
DoD 4000.25-2-M

MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTING PROCEDURES

I. This change to DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), is published by direction of the Assistant Secretary of Defense (Production and Logistics) (ASD(P&L)) under the authority of DoD Directive 4000.25, Administration of Defense Logistics Standard Systems.

II. This change includes revisions:

A. Published by DLSSO-BT letter, 16 January 1989, subject: MILSTRAP Interim Change 89-1, Revised Policy for Reversal of Inventory Adjustments and Revised Procedures for DAAS Processing of LASE and SPR Transactions.

B. Implemented by Approved MILSTRAP Change Letter (AMCL) 49A, Reconciliation and Followup Procedures for Dues-In After Logistics Reassignment (LR) (Staffed by PMCL 105). This change revises the chapter 11 LR procedures and related appendix B1 and B11 codes and adds appendix C21 through c25 formats to incorporate due-in followup and reconciliation requirements.

C. Including administrative changes, not previously staffed, based on DoD Inspector General (IG) Audit Report No. 88-092, March 1, 1988, subject: Secondary Item War Reserves. To correct deficiencies in war reserve stock level requirements reporting, the DoD IG recommended that MILSTRAP be revised to define both pre-positioned war reserve asset data to be considered and the reporting increments for other war reserve data. To comply with these recommendations, changes were made to the definitions and terms, chapter 15, and appendix c26.

D. Correcting editorial errors in acronyms and abbreviations, chapter 9, and chapter 13.

III. Remove pages listed below and insert revised pages.

Remove Old

iii thru viii
xiii thru xv
* xix
xxv thru xxix
1-11 and 1-12
7-9 thru 7-12
9-1 thru 9-4
11-9 thru 11-11
13-3 and 13-4
15-1 and 15-2
*B1-11 and B1-12

Insert New

iii thru viii
xiii thru xv
xix
xxv thru xxix
1-11 and 1-12
7-9 thru 7-12
9-1 thru 9-4
11-9 thru 11-11
13-3 and 13-4
15-1 and 15-2
B1-11 and B1-12

*Do not remove Interim Change 89-2 pages.

Remove Old

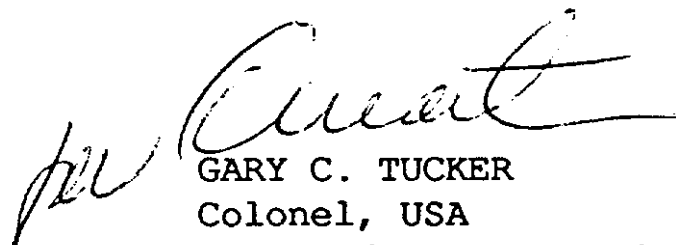
B11-1 and B11-2
B19-1 and B19-3
C-i and C-ii
C22-1
C23-1
C24-1
C25-1
C26-1 and C26-2
C36-1 and C36-2
C53-1 and C53-2

Insert New

B11-1 and B11-2
B19-1 thru B19-3
Ci and C-ii
C22-1 and C22-2
C23-1 and C23-2
C24-1 and C24-2
C25-1 and C25-2
C26-1 and C26-2
C36-1 and C36-2
C53-1 and C53-2

IV. Changes contained in this formal change were effective 1 May 1989. This change sheet will be filed in front of the publication for reference purposes, after changes have been made.

BY ORDER OF THE DIRECTOR



GARY C. TUCKER
Colonel, USA
Staff Director, Administration

DISTRIBUTION

TABLE OF CONTENTS

		<u>Page No.</u>
FOREWORD	*	i
TAB LE O F CONT ENTS		iii
FIG UREA		xi
ACRONYMS AND ABBREVIATIONS		xiii
REFERENCES	0	xvii
DE FIN IT IO NS AND TERMS	9. "	xxi
CHAPTER 1	GENERAL INFORMATION	1-1
A.	Author icity	1-1
B.	Purpose	1-1
C.	Applicabi lity	1-1
D.	Excl union s	1-2
E.	Pol icy	1-2
F.	Responsibilities	1-3
G.	Distribution of the Manual	1-7
H.	Number ing System	1-7
I.	System Maintenance	1-8
J.	Focal Point s	1-11
K.	Commune cation s	1-12
CHAPTER 2	MILSTRAP FE AZ UREA	2-1
A.	General	2-1
B.	Relationsh ip of MILSTRAP to MILSTRIP	2-1
C.	Principles and Objectives of the System	2-1
D.	Inventory Segmentation Codes	2-2
E.	Inventory Transaction Coding	2-4
CHAPTER 3	ISSUE, BACKORDER, DEMAND, LOAN, AND SMCA FREEZE/ UNFREEZE TRANSACTIONS	3-1
A.	General	3-1
B.	Issue Transactions	3-1
C.	Issue of Materiel for Assembly, Di sassembly, Conversion, Modi fication, Repair, and Test	3-1
D.	Backorder Transactions	3-2
E.	Demand Transactions	3-2
F.	Loan Transactions	3-2
G.	SMCA Freeze/Unfreeze Actions	3-3
CHAPTER 4	RECEIPT AND DUE-IN TRANSACTIONS	4-1
A.	General	4-1
B.	Due-In Transactions	4-1

		<u>Page No.</u>
c.	Pre-Positioning Documents for Receipts	4-1
D.	Materiel Receipts (Procurement Instrument Source)	4-2
E.	Materiel Receipts (Other Than Procurement Instrument Source)	4-3
F.	Time Standards for Processing Receipts	4-3
G.	Control of Receipts	4-4
H.	Submitting Reports of Discrepant/Deficient Receipts.	4-5
I.	Processing Discrepant/Deficient Receipts	4-5
J.	Followup on Receipts	4-14
K.	Reply to Materiel Receipt Followups	4-15
L.	Due-In and Receipts from Assembly, Disassembly, Conversion, Modification, Repair, and Test	4-15
M.	Reel aimed Items	4-16
N.	Loan Transactions	4-16
O.	Materiel Receipt Acknowledgment at the Retail Level	4-17
CHAPTER 5	ADJUSTMENT TRANSACTIONS.	5-1
A.	General	5-1
B.	Changes in Condition of Materiel	5-2
C.	Ownership Gains and Losses	5-4
D.	Purpose Transfers	5-5
E.	Inventory Gains and Losses	5-5
F.	Condition Changes for Items Under Repair	5-5
G.	Reidentification of Stock, Stock Number Changes, and Unit of Issue Changes	5-6
H.	Condition Changes for Items Being Reported/Turned In to Reutilization and Marketing Activities	5-7
CHAPTER 6	RESERVE D	
CHAPTER 7	PHYSICAL INVENTORY CONTROL	7-1
A.	General	7-1
B.	Policy	7-2
C.	Physical Inventory Procedures	7-2
D.	Research of Potential or Actual Physical Inventory Adjustments	7-8
E.	Reversal of Inventory Adjustments	7-10
F.	Location Audit Program	7-11
G.	Retention of Accountable Documentation	7-16
H.	Quality Control	7-16
I.	Report of Inventory Control Effectiveness	7-17
J.	Instructions for Preparing the Report of Inventory Control Effectiveness	7-18

		<u>Page No.</u>	
CHAPTER 8	ASSET STATUS REPORTING	8-1	
A.	General	8-1	
B.	Assets Within the Distribution System	8-1	
C.	Assets Below the Distribution System	8-1	
CHAPTER 9	REJECTION AND ROUTING OF TRANSACTIONS	9-1	
A.	Rejection of Transactions	9-1	
B.	Routing of Transactions	9-1	
CHAPTER 10	CORRECTION/CHANGE OF STORAGE ITEM RECORDS	10-1	
A.	General	10-1	
B.	Item Correction/Change Notification	10-1	
C.	Storage Activity Action	10-1	
D.	Logistics Reassignments (LR)	10-1	
CHAPTER 11	LOGISTICS REASSIGNMENTS	11-1	
A.	General	11-1	
B.	Policy.	11-1	
C.	Pre-ETD Actions	11-3	
D.	ETD Period Actions	11-5	
E.	GIM Post-ETD Actions	11-6	
F.	LIM Post-ETD Actions	11-7	
G.	Receipt Processing After ETD	11-8	
H.	Followup for Asset Data	11-10	
I.	Reply to Followup for Asset Data	11-10	
J.	Followup for Due-In Data	11-10	*
K.	Reply to Followup for Due-In Data	11-11	*
L.	Service/Agency Due-In Reconciliation;	11-11	*
CHAPTER 12	SMALL ARMS SERIAL NUMBER REGISTRATION AND REPORTING	12-1	
A.	Scope	12-1	
B.	General Requirements	12-1	
C.	Objectives	12-2	
D.	Exclusions.	12-3	
E.	Delineation of Responsibilities	12-3	
F.	Safeguarding and Physical Security of ADP Recorded Data	12-5	
G.	Operating Procedures	12-6	
H.	Time Standards for Processing Updates and Followups for Shipments and Receipts	12-10	

		<u>Page No.</u>
CHAPTER 13	SPECIAL PROGRAM REQUIREMENT TRANSACTIONS	13-1
A.	General	13-1
B.	SPR Submission and Routing	13-2
C.	ICP Processing of SPR Requests	13-2
D.	F ollowup on SPR Requests	13-3
E.	ICP Action on SPR Followup	13-3
F.	Modification of SPR Requests	13-3
G.	Response to SPR Modifier	13-3
H.	Cancellation of SPR Requests	13-3
I.	Response to SPR Cancellation	13-4
J.	Acceptance/Rejection of Substitute Item	13-4
K.	Response to Substitute Item Rejection	13-4
L.	Retention of SPR Requests	13-4
M.	Follow-On Status	13-5
N.	Preparation of SPR Requisitions	13-5
O.	Logistics Reassignments	13-5
CHAPTER 14	LOGISTICS ASSET SUPPORT ESTIMATE	14-1
A.	General	14-1
B.	Scope	14-1
C.	Asset Support Requests	14-1
D.	Asset Support Replies	14-2
E.	Followup on Asset Support Requests	14-2
F.	IMM Action on Asset Support Request F ollowup	14-3
G.	Transaction Rejects and Status Notifications	14-3
H.	Activities Authorized to Submit Asset Support Requests	14-4
CHAPTER 15	WAR MATERIEL REQUIREMENTS AND SIMULATED MOBILIZATION EXERCISES	15-1
A.	Purpose	15-1
B.	War Materiel Requirements	15-1
C.	Simulated Mobilization Exercises	15-2
APPENDIX A	FORMS	
	Index	A-i
	Introduction	A-1
A1	DD Form 1348m , "DoD Single Line Item Requisition System Document (Mechanical)"	A1-1
AZ	(Reserved for Future DoD Assignment)	AZ-1
A3	DD Form 1486, "DoD Materiel Receipt Document"	A3-1
A4	DD Form 1487, "DoD Materiel Adjustment Document"	A4-1
A5	DD Form 2338, "Report of Inventory Control Effectiveness"	A5-1

Page No.

APPENDIX B CODES

	Index	B-1
B1	Document Identifier Codes	B1-1
B2	Reserved	
03	Type of Physical Inventory/Transaction History Codes	B3-1
B4	Ownership Codes	B4-1
B5	Purpose Codes	65-1
B6	Federal Condition Codes	B6-1
B7	Management Codes	B7-1
B8	Correction/Change Codes For Storage Item Records	B8-1
B9	Reject Advice Codes	B9-1
B10	Asset Status/Transaction Reporting Codes	B10-1
B11	Asset Transfer Status Codes	B11-1
B12	Special Program Requirement Status Codes	B12-1
B13	Small Arms Transaction Codes	B13-1
B14	Small Arms Error Transaction Reject Codes	B14-1
B15	Reserved	615-1
B16	Request Codes (Asset Support Requests)	B16-1
B17	Type of Medi abodes	B17-1
B18	Error Classification Codes	618-1
B19	Other Codes	619-1

APPENDIX C FORMATS

	Index	C-i
	Intro dicti on	c-1
c1	Materiel Receipt - Procurement Instrument Source	C1-1
C2	Materiel Receipt - Other Than Procurement Instrument Source	C2-1
C3	Issue	C3-1
C4	Inventory Adjustment - Increase or Decrease	C4-1
C5	Inventory Adjustment - Increase or Decrease (Logistics Transfer/Capitalization/ Decapitalization)	C5-1
C6	Inventory Adjustment - Increase or Decrease (Ownership Transfer)	C6-1
C7	Single Managed Conventional Ammunition Freeze/Unfreeze Action	C7-1
C8	Reserved	C8-1
C9	Inventory Adjustment - Dual [Condition/ Purpose Transfer)	C9-1
C10	Inventory Adjustment - Dual (Ownership Transfer)	C10-1
C11	Due-In - Procurement Instrument Source	C11-1
C12	Logistics Transfer / Decapitalization	C12-1

		<u>Page No.</u>
C13	Due-In - Other than Procurement Instrument Source.	C13-1
C14	Backorder	C14-1
C15	Demand	C15-1
C16	Physical Inventory Request	C16-1
C17	Physical Inventory Notification	C17-1
C18	Reserved	C18-1
C19	Physical Inventory Count	C19-1
C20	Logistics Transfer /Decapitalization Followup	C20-1
C21	Reply to Logistics Transfer /Decapitalization Followup	C21-1
*	C22 Logistics Reassignment Delinquent Due-In Followup	C22-1
*	C23 Logistics Reassignment Due-In Delinquent Response	C23-1
*	C24 Logistics Reassignment Due-In Reconciliation Request	C24-1
*	C25 Logistics Reassignment Due-In Reconciliation Response	C25-1
C26	War Materiel Requirements Data	C26-1
C27	Small Arms Multi-Field Corrections	C27-1
C28	Small Arms Mass Stock Number Change	C28-1
C29	Small Arms Correction	C29-1
C30	Small Arms Receipt/Shipment Followup	C30-1
C31	Small Arms Reconciliation/Reject Followup	C31-1
C32	Weapon Serial Number Control	C32-1
C33	Small Arms Reconciliation/Reject	C33-1
C34	Asset Support Request.	C34-1
C35	Asset Support Reply (Asset Data)	C35-1
C36	Asset Support Reply (Backorder Data)	C36-1
C37	Asset Support Request Followup	C37-1
C38	Pre-Positioned Materiel Receipt (Procurement Instrument Source)	C38-1
C39	Pre-Positioned Materiel Receipt (Other Than Procurement Instrument Source)	C39-1
C40	Materiel Receipt Followup (Procurement Instrument Source)	C40-1
C41	Materiel Receipt Followup (Other Than Procurement Instrument Source)	C41-1
C42	Reply to Materiel Receipt Followup (Procurement Instrument Source)	C42-1
C43	Reply to Materiel Receipt Followup (Other Than Procurement Instrument Source)	C43-1
C44	Special Program Requirement Request	C44-1
C45	Special Program Requirement Cancellation	C45-1

ACRONYMS AND ABBREVIATIONS

<u>Acronym or Abbreviation</u>	<u>Definition</u>
AAC	Acquisition Advice Code
ADP	Automated Data Processing
AMCL	Approved MILSTRAP Change Letter
APO	Accountable Property Officer
ASD(P&L)	Assistant Secretary of Defense (Production and Logistics)
AUTODIN	Automatic Digital Network
CAO	Contract Administration Office
CIC	Content Indicator Code
CLIN	Contract Line Item Number
COMSEC	Communications Security
CONUS	Continental United States
CMD	Cataloging Management Data
CPP	Central Processing Points
DAAS	Defense Automatic Addressing System
DCAS	Defense Contract Administration Services
DCS	Defense Communications System
DA FORM 3020R	Magazine Data Card
DD FORM 1149	Requisition and Invoice/Shipping Document
DD FORM 1348	DoD Single Line Item Requisition System Document (Manual)
DD FORM 1348-1	DoD Single Line Item Release/Receipt Document
DD FORM 1348-1A	Issue Release/Receipt Document *
DD FORM 1348M	DoD Single Line Item Requisition System Document (Mechanical)
DD FORM 1486	DoD Materiel Receipt Document
DD FORM 1487	DoD Materiel Adjustment Document
DD FORM 1574	Serviceable Tag - Materiel
DI	Document Identifier
DIDS	Defense Integrated Data System
DIPEC	Defense Industrial Plant Equipment Center
DLA	Defense Logistics Agency
DLAR	Defense Logistics Agency Regulation
DLSC	Defense Logistics Supply Center
DLSS	Defense Logistics Standard System(s)
DLSSD	Defense Logistics Standard Systems Division
DMIL	Demilitarization
DNA	Defense Nuclear Agency
DoD	Department of Defense
DODD	Department of Defense Directive
DODAAC	Department of Defense Activity Address Code
DPDO	Defense Property Disposal Office
DRMO	Defense Reutilization and Marking Office
DSC	Defense Supply Center

<u>Acronym or Abbreviation</u>	<u>Definition</u>
* EDD	Estimated Delivery Date
ETD	Effective Transfer Date
FAR	Federal Acquisition Regulation
FMS	Foreign Military Sales
FSC	Federal Supply Class
GFM	Government Furnished Materiel
GIM	Gaining Inventory Manager
GSA	General Services Administration
ICE	Report of Inventory Control Effectiveness
ICP	Inventory Control Point
ILCO	International Logistics Control Office
ILP	International Logistics Program
IMM	Integrated Materiel Manager
IPE	Industrial Plant Equipment
JANAP	Joint Army, Navy, and Air Force Procedure
* JCS	Joint Chiefs of Staff
* JSACG	Joint Small Arms Coordinating Group
LASE	Logistics Asset Support Estimate
LCN	Local Control Number
LIM	Losing Inventory Manager
LR	Logistics Reassignments
M&S	Media and Status
MAP	Military Assistance Program
MCA	Management Control Activity
MCN	Management Control Number
MILSBILLS	Military Standard Billing System
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MRAD	Materiel Receipt Acknowledgment Document
MRO	Materiel Release Order
NO.	Number
NIIN	National Item Identification Number
NSN	National Stock Number
OWMR	Other War Materiel Requirement
OWMRM	Other War Reserve Materiel Requirement
OWMRMP	Other War Reserve Materiel Requirement, Protectable

<u>Acronym or Abbreviation</u>	<u>Definition</u>
P/N	Part Number
PD	Priority Designator
PICD	Physical Inventory Cutoff Dates
PIICD	Physical Inventory Infloat Control Dates
PIIN	Procurement Instrument Identification Number
PMCL	Proposed MILSTRAP Change Letter
Po	Purchasing Office
PMR	Prepositioned Materiel Receipt
PWRMR	Prepositioned War Reserve Materiel Requirement
PWRMRP	Prepositioned War Reserve Materiel Requirement, * Protectable
RCS	Report Control Symbol
RDD	Required Delivery Date
RDO	Redistribution Order
RFID	Request for Implementation Date
RI	Routing Identifier
SA	Storage Activity
SCA	Stock Control Activity
SDD	Standard Delivery Date
SF 364	Standard Form, Report of Discrepancy (R0D)
SIGINT	Signal Intelligence
SM	Signal Manager
SMCA	Single Manager for Conventional Ammunition
SN	Serial Number
Sos	Source of Supply
SPR	Special Program Requirement
SUPADD	Supplementary Address
UI	Unit of Issue
UIC	Unit Identification Code
Us.	United States
WMR	War Materiel Requirement
WSN	Weapon Serial Number

- (cc) DoD 7200.10-M, "Department of Defense Accounting and Reporting of Government Property, Lost, Damaged, or Destroyed," May 16, 1977, authorized by DoD Directive 7200.10.
- (old) DoD 5100.76-M, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives," February 1983, authorized by DoD Directive 5100.76.
- (ee) DoD Instruction 4140.52, "DoD Small Arms Serialization Program," July 31, 1984.
- (ff) DoD 4160.21-M, "Defense Utilization and Disposal Manual," September 1982, authorized by DoD Directive 4160.21.
- (99) DoD 5200.1-R, "Information Security Program Regulation," June 1986, authorized by DoD Directive 5200.1.
- (hh) DoD Directive 4140.2, "Management of War Reserves," December 4, 1974.
- (ii) DoD Instruction 4140.21, "Management of War Reserves for Integrated Items Assigned to the Military Departments, the Defense Supply Agency and the General Services Administration," December 31, 1974.
- (jj) DoD Instruction 4140.47, "Secondary Item War Reserve Requirements Development," February 24, 1984.
- (kk) "DoD Federal Acquisition Regulation Supplement," 1986 Edition.
- (11) DoD 4100.39-M, **Vols. 1-16**, "Defense Integrated Data System (DIDS) Procedures Manual," various dates, authorized by DoD Directive 4100.39. *
- (mm) DoD 4000.25-6-M, "DoD Activity Address Directory," May 16, 1989, authorized by DoD Directive 4000.25. *
- (nn) DoD 4100.38-M, "Department of Defense Provisioning and Other Preprocurement Screening Manual," November 1, 1983, as authorized by DoD Directive 4130.2. *
- (00) DoD 4000.25-7-M, "Military Standard Billing System," January 30, 1985, as authorized by DoD Directive 4000.25. *

MAJOR INVENTORY VARIANCE. Total dollar value of the item overage or shortage for the stock number exceeds \$800.

MATERIEL DENIAL. A notification from a distribution activity **advising** the originator of an A5 MRO, or of an A4 referral order, of failure to ship all or part **of** the quantity **originally** directed for shipment.

NARRATIVE MESSAGE. Any message that **is not** a machine readable transaction/document, but contains variable length, in-the-clear language not suitable for mechanical processing upon receipt. Narrative message is a generic term to include teletype, dispatch, or **TWX**.

OTHER WAR RESERVE MATERIEL REQUIREMENT. This level consists of the war reserve materiel requirement less the **PWRMR**. *

OTHER WAR RESERVE MATERIEL REQUIREMENT, PROTECTABLE. The portion of the **OWRMR** which is protected for purposes of procurement, funding, and inventory management. *

PAYBACK. When the SMCA issues materiel from a location where the requesting service owns no materiel, the owning service is compensated for its loss of materiel by a like item and quantity at a location where the requesting service owns some materiel. The payback of the materiel is accomplished by ownership gain/loss transactions.

PHYSICAL INVENTORY CUTOFF DATE. A date established for striking the accountable record balance. This date serves as the reference point for considering the relationship between preinventory/postinventory transactions and the physical count quantity to determine if the count is in agreement with the inventory record balance.

PHYSICAL INVENTORY INFLOAT CONTROL DATE. A date established for **initiating** controls on all **inprocess** transactions and materiels which could affect the outcome of the inventory.

PILFERABLE ITEMS. (See Controlled Inventory Items.)

POSTCOUNT VALIDATION. (See Reconciliation, Physical Inventory.)

POST-POST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record balance subsequent to physical issue or storage of a stocked item.

POSTINVENTORY TRANSACTION. Any transaction, causing an increase or decrease to the accountable stock record balance, dated after the established physical inventory cutoff date.

PREINVENTORY TRANSACTION. Any transaction, causing an increase or decrease to accountable stock records, dated prior to the established physical inventory cutoff date.

PREINVENTORY PLANNING. **Preinventory** planning is conducted prior to the physical inventory cutoff date to reduce the potential for inventory inaccuracies through:

a. Actions to ensure location integrity by resolving such situations as **unbinned/loose** materiel; questionable identity of materiel in location; and multiple conditions, shelf-life (including date of pack/date of expiration), and/or materiel lots stored in a single location.

b. Document cleanup to ensure to the extent possible that adjustments and transaction reversals are posted to the record, **inprocess** receipts are stored in location, and related transactions are transmitted to the ICP prior to the established physical inventory cutoff date.

* PRE-POSITIONED WAR RESERVE MATERIEL REQUIREMENT. That portion of the
* war reserve materiel requirement which approved Secretary of Defense
* guidance dictates be **reserved** and positioned at or near **the** point of
* planned use or issue to the user prior to hostilities, to reduce
* reaction time and to assure timely support of a specific force/
* project until replenishment can be effected.

* PRE-POSITIONED WAR RESERVE MATERIEL REQUIREMENT, PROTECTABLE. That
* portion of the **PWRMR** which is protected for purposes of procurement,
* funding and inventory management.

PREPOST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record prior to physical issue or storage of a stocked item.

PURCHASING OFFICE. The office which awards or executes a contract for supplies or services and performs postaward functions not assigned to a contract administration office.

RECONCILIATION, PHYSICAL INVENTORY. To obtain agreement between the physical count and record balance by attempting to account for all transactions representing **infloat** documents.

RESEARCH, PHYSICAL INVENTORY. An investigation of potential or actual discrepancies between physical count and recorded balances. The purpose of research is to determine the correct balance and determine the cause of discrepancies. There are three types of research:

a. Postcount Validation. A comparison of physical count with potential recorded balances or another count, with consideration of transactions that have occurred recently. The purpose of **post-count** validation is to determine the validity of the count. **Post-count** validation research ends when the accuracy of the count has been verified or when any necessary recounts have been taken or the discrepancy is \$800 or less.

b. Preadjustment Research. An investigation of potential discrepancies which **involves** the consideration of recent transaction areas, and verification of catalog data. The purpose of preadjustment research is to determine the correct balance. Preadjustment research ends when the balance has been verified or the adjustment quantity determined.

c. Causative Research. An investigation of discrepancies (**i.e.**, gains and losses) consisting of (as, a minimum) a complete review of all transactions to include supporting documentation, catalog change actions, shipment discrepancies, and unposted or rejected documentation occurring since the last completed inventory, the last location reconciliation which included quantity, or back one year, whichever is sooner. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible.

SENSITIVE ITEMS. (See Controlled Inventory Items.)

SHELF-LIFE. The **total** period of time beginning with the date of manufacture/cure/assembly [or **inspection/test/restorative** action] that an item **may** remain in the combined wholesale (including manufacturer) and retail storage system and **still** remain suitable for issue/use by the end user. Shelf-life is not to be confused with service life, which is a measurement of anticipated average or mean life of an item. (DoD 4140.27-M (reference (c)).) Supply condition codes applicable to shelf-life items are described in appendix B6.

SHELF-LIFE ITEM. An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure **that it will** perform satisfactorily in service. (DoD 4.140.27-M (reference (c))). (See Type I Shelf-Life Item and Type II Shelf-Life Item.)

SHELF-LIFE EXPIRATION DATE. The date beyond which nonextendable shelf-life items (Type I) **should** be discarded as no longer suitable for issue or use. (DoD 4140.27-M (reference (c)).)

SHELF-LIFE INSPECTION/TEST DATES. The date by which extendable shelf-life items (Type II) **should** be subjected to inspection, test, or restoration. (DoD 4140.27-M (reference (c)).)

SINGLE MANAGER FOR CONVENTIONAL AMMUNITION. The responsibility assigned to the Secretary of the Army by the Secretary of Defense for the procurement, production, supply, and **maintenance/renovation** of conventional ammunition within the DoD. Specific responsibilities, functions, authority, and relationships are set forth in DoD Directive 5160.65 (reference (d)).

SMALL ARMS. For the purpose of small arms reporting (chapter 12), small arms are defined as handguns; shoulder-fired weapons; **light** automatic weapons up to and including .50 caliber machine guns; recoil less rifles up to and including **106mm**; mortars up to and including **81mm**; rocket launchers, man-portable; grenade launchers, rifle and shoulder fired; and individually operated weapons which are portable and/or can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.

SMALL ARMS REGISTRY FILES. (See Active **File**, Inactive File, History File.)

SMALL ARM SERIAL NUMBER. The total series of characters appearing on the firing component part of a small arm.

SMALL ARMS TRANSACTION REPORTING. Reporting of individual transactions affecting the small arms serial numbers' status within any Component Registry.

STOCK CONTROL ACTIVITY. The organizational element of a distribution system which is assigned responsibility for maintaining inventory data on the quantity, ownership/purpose, condition, and **location** of materiel which is due-in, onhand, and backordered to determine availability of materiel for issue and to facilitate distribution and management of materiel.

STORAGE ACTIVITY. The organizational element of a distribution system which is assigned responsibility for the physical handling of materiel incident to its check-in and inspection (receipt), its keeping and surveillance in a warehouse, shed, or open area (storage), and its selection and shipment (issue).

TECHNICAL DATA. Recorded information used to define a design and **to** produce, support, maintain, or operate items of materiel. These data may be recorded as graphic or pictorial delineations in media such as drawings or photographs; specifications or related performance of design type documents; in machine forms such as punched cards, magnetic tape, computer memory printouts; or **may be retained** in computer memory. Examples of recorded information include engineering drawings and associated lists specifications, standards, process sheets, manuals, technical reports, **catalog** item identifications, and related information.

TYPE I SHELF-LIFE ITEM. An item of supply which is determined through an evaluation of technical test data and/or actual experience to be an item with a definite nonextendable period of shelf life.

TYPE 11 SHELF-LIFE ITEM. An item of supply having an assigned **shelf-life** time period that may be extended after completion of inspection/test/restorative action.

UNCLASSIFIED PROPERTY RECORD. A stock account belonging to a DoD activity whose mission is not classified, whereas a classified account contains information of a sensitive nature, the disclosure of which may be detrimental to the U.S. Government's interest (e. g., small arms belonging to intelligence gathering activities).